

Undergraduate Curriculum Committee
Minutes, December 9, 2009

The meeting was called to order by chair, Alison Deadman at 2:00 pm with the following voting members present: Alison Deadman, Keith Green, Steve Ellwanger, Allan Forsman, Debbie Dotson, Amy Swango-Wilson, Kathy Campbell, Wesley Buerkle, Mel Page, Jill LeRoy-Frazier, John Vaglia, and Angela Radford Lewis.

The following ex-officio members attended: Marsh Grube (Academic Affairs), Billie Lancaster, LaDonna Hutchins, and Denise Gilly.

The following guests attended: Gordon Anderson, Mary Langenbrunner, Scott Contreras-Koterbay, Vida Hull, Travis Graves, and Phil Pfeiffer.

Agenda Items:

1. Approval of minutes. Motion by Forsman to accept minutes as written, seconded by Green, and passed by acclaim.

2. Report of actions by the chair on behalf of the committee.

a. Returned for revision and reconsideration by the committee

- **TBR Proposals**
- **Non-Substantial Curriculum modification**
 - Minor in Leadership Studies
- **Substantial Course Modification**
- **New Courses**
 - HDAL 3010 Leadership from a Multicultural Approach
 - HDAL 2100 Introduction to Leadership Effectiveness
 - HDAL 2110 Leadership in Community Organizations
 - HDAL4137/5137 Grants and Project Management
 - HDAL 4157/5157 Change Strategies
 - HDAL 4147/5147 Dynamics of Teamwork

b. Returned for minor revision (approval pending these changes)

- **TBR Proposals**
- **Non-Substantive Curriculum Modification**
- **New Courses**
 - HDAL 3320 History and Development of Nonprofits and Philanthropic Organizations
- **Substantial Course Modification**
 - MUSC 2690 Percussion Methods.
 - ELPA/MGMT 4460 (Becomes HDAL/MGMT 4460) Leadership Studies

c. Approved

- **TBR Proposals**
- **Non-substantive curriculum change**
- **New Courses**
- **Substantial Course Modification**
 - MUSC 2690 Percussion Methods.

2. Proposals to be considered:

Dean Anderson requested that the following two proposals to be considered in tandem:

Non Substantive Curriculum Change: eliminate the Concentration for Social and Behavioral Sciences within the Bachelor of Science degree--Mel Page and Keith Green
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=3551

Non-Substantive Curriculum Change: Proposal to strengthen the B.S. degree--Mel Page and Keith Green
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=3553

1. Rationale for Proposal—Committee member questioned how a proposal that requires less science and no calculus “strengthen the BS degree?” Dean Anderson held that the science and calculus requirements are already built into the natural science majors and that the degree will be strengthened by the addition of the philosophy of science and reasoning courses. A second concern

was the consequences of the proposal for the individual departments (each department will have to change their requirements).

2. Availability of Adequate Resources—Change N/A to adequate under Technology, Equipment, and Facilities

Since the rationale for the second proposal was still under discussion after the time limit, Page made a motion to table these two proposals. Vaglia seconded the motion, which passed with two opposed.

TBR Proposal New Group 6 (Concentration) in Family Studies-- Debbie Dotson & Wesley

Buerkle [NOTE: The associated course HDAL 4417 was also a required course in the Family Studies minor, which the UCC approved contingent upon revision and upon satisfactory passage of the Family Studies minor 11-11-09]

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_4a_8&FormID=11&Instance=3034

1. Proposed Actions—Change “Concentration” to “group.”
2. Proposal—Change the word “implement” to “establish” to make the proposal clearer.
3. Proposed Implementation Date—Change to Fall 2010 (also need to change this in Form Sum and Format PC).
4. For more information contact—Change to Bert Bach 423-439-4219
5. Purpose (Goals and Objectives)—Needs to be more precise (might want to omit last 2 sentences of current purpose). Be sure to include objectives and student learning outcomes.
6. Curriculum—Hours do not line up with those listed in Format PC. Need to fix.
7. Need and Impact—Cannot be general. Spell out how this proposal will meet student needs (might want to consider building an argument to convince parents when working on these areas).
6. Indicate Program Change (No. 3)—Information in this area needs to be move to No. 4 (Attach a copy of the “before and after”...). Check the Core hours (18)—as written, this group requires more hours than other groups.
8. Need to answer No. 7 in Format PC.

Page made a motion to revise the proposals for Group 5 & 6 into one proposal incorporating suggested editorial changes and present to the committee. Seconded by Buerkle and passed by acclaim.

TBR Proposal New Group 5 (concentration – Child Life Specialist) to Family Studies major--Jill LeRoy Frazier & Mike Stoots

1. Proposed Actions—Change “Concentration” to “group.”
2. Proposal—Change the word “implement” to “establish” to make the proposal clearer.

3. Proposed Implementation Date—Change to Fall 2010 (also need to change this in Form Sum and Format PC).
4. For more information contact—Change to Bert Bach 423-439-4219
5. Purpose (Goals and Objectives)—Needs to be more precise. Be sure to include objectives and student learning outcomes.
6. Indicate Program Change (No. 3)—Information in this area needs to be move to No. 4 (Attach a copy of the “before and after”...)
7. Correct typographical error in course list (ECED 4010 change “Obserring” to “Observing”).
8. Need to answer No. 7 in Format PC.

Page made a motion to revise the proposals for Group 5 & 6 into one proposal that incorporates suggested editorial changes and present to the committee. Seconded by Buerkle and passed by acclaim.

Associated Course Proposals:

HDAL 2001 Introduction to Child Life--Allan Forsman & John Vaglia

<http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&Nodel>

D=5_2a&FormID=6&Instance=3052

1. Credit Hours (maximum)—Change 3 to N/A.
2. Course Description—Rewrite course description to “Provides an overview of the concepts, principles, and applications for the child life professional.”
3. Proposed Implementation Term—Change to Fall 2010.
4. Staffing—Need to include the name of the instructor. Since this person is an adjunct, creator needs to include written approval from the dean to hire adjunct faculty.
5. Learning Outcomes—Add “At the completion of this course, the student is expected to” before the list of outcomes.
6. Next to last outcome—Change “desceibe to “Describe”
7. Major Assignments—Omit “short discussion” from “Exam questions will consist of...” Quizzes add “25 points each” after “...4 unannounced quizzes.” Change CL to “Certified Life.” Change “Relection” to “Reflection.” In the “Group Project assignment, change “identified fellow students” to “assigned fellow students.”
8. Grade Assignment—Change Examinations to 200 points.
9. Grading Scale—Convert to 600 or add %.
10. Attendance Policy—In the 5th sentence, change the “:” to a “/” (per). In the 6th sentence, change “student’s” to your (If you are absent, it is your responsibility...).

Green made a motion to return both HDAL 2001 and HDAL 3001 to get written approval from the dean to hire an adjunct faculty member to teach these courses, make editorial changes, and present to the committee. Seconded by Page and passed by acclaim.

HDAL 3001 Hospitalized Child--Amy Swango-Wilson & Steve Ellwanger
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=3058

1. Rationale—Expand to tell why this is important and in demand.
2. Credit Hours (maximum)—Change 3 to N/A.
3. Course Description—Omit “This course” from first sentence. Omit last sentence.
4. Proposed Implementation Term—Change to Fall 2010.
5. Staffing—Need to include the name of the instructor. Since this person is an adjunct, creator needs to include written approval from the dean to hire adjunct faculty.
6. Purpose and Goals—Rewrite 2nd and 3rd sentences, “Attention will be given to those theories specifically that address the emotional/psychological needs of the hospitalized child and strategies for working with issues that arise during hospitalization with an emphasis on diagnosis, assessment, and treatment. Delete the last sentence. Rewrite the 4th goal to eliminate the word “gain.”
7. Learning Outcomes—Add “At the completion of this course, the student is expected to” before the list of outcomes. Make sure that all verbs are measurable.
8. Major Assignments—Clarify if there is one or more Reaction Papers (use both singular and plural forms of paper).
9. Grade Assignment—Change “Reflection Paper” to “Reaction Paper.”
10. Grading Scale—Convert to 500 or add %.
11. Attendance Policy—In the 5th sentence, change the “:” to a “/” (per). In the 6th sentence, change “student’s” to your (If you are absent, it is your responsibility...). Correct spelling of absence(s) and absent.
12. Required Textbook(s)—There is an 8th edition (2008) of *Wong’s essentials of pediatric nursing*.

Green made a motion to return both HDAL 2001 and HDAL 3001 to get written approval from the dean to hire an adjunct faculty member to teach these courses, make editorial changes, and present to the committee. Seconded by Page and passed by acclaim.

Non Substantive Curriculum Change: Art History—Mel Page and Keith Green
http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=17&Instance=3382

1. Change ARTH 4097 Art History, Theory, and Criticism to ARTH 4167 Aesthetic Theory and Criticism

Page made a motion to accept pending editorial change. Seconded by Vaglia and passed by acclaim.

New Course Proposal ARTA 4617/5617 Site-Specific Installation Art--Wesley Buerkle & Debbie Dotson

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID

=6&Instance=3383

1. Transcript Title—Remove period and slash. Can use “&.”
2. Credit Hours (maximum)—Change to N/A.
3. Course Description—Rewrite in present tense and make the description more succinct.
4. Staffing—Name potential instructors.
5. Purpose and Goals—Condense and consider removing the rhetorical questions.
6. Course Goals—Clarify the differences between the first and second goals.
7. Learning Outcomes—Use measurable verbs.
8. Major Assignments—There seems to be a problem in that it appears that undergraduate students will be doing almost the same amount of work as graduate students. Might want to clarify this.
9. Attendance Policy—Delete “unexcused” from 1st sentence. Remove “any” from the 4th sentence and begin the sentence with “Each additional absence after the 4th...”

Motion made by Buerkle to accept pending revision. Seconded by Dotson and passed by acclaim.

New Course Proposal CSCI 4617/5617 XML for Programmers--Jill LeRoy Frazier & Allan Forsman

http://etsuis.etsu.edu/CPS/forms.aspx?DispType=OutputForms&NodeID=5_2a&FormID=6&Instance=3314

1. Explain special circumstances that justify...--Move this information to the Rationale.
2. Rationale for Proposal—Might want to mention that knowledge of this emerging technology is vital for practicing professionals. Delete the last sentence.
3. Learning Outcomes—Delete the phrase, “exhibit the ability to” from all outcomes.
4. Major Assignments—Rewrite as if part of an exemplary syllabus.

LeRoy-Frazier made a motion to accept pending revisions. Seconded by Page and passed by acclaim.

4. Other Business.

Deadman reported that Academic Council did not approve the RODP concentration in International Organizational Leadership. We approved this proposal after we discovered that we could not request the creator make changes to the proposal and that it had the support of the School of Continuing Studies; however, we need to remember that we can reject proposals that are not a good fit for ETSU.

Grube elaborated by stating that we need to remember the following when evaluating a proposal:

1. Does it meet the mission of the institution?
2. Is the proposal substantive?
3. Will this proposal be good for our students?

Lewis and Vaglia both announced that since they served for other people this past semester, they would not be returning to the committee in the spring.

5. Adjournment.

A motion was made by Lewis at 4:10 to adjourn, seconded by Vaglia with all in favor.

Respectfully submitted by Kathy Campbell